

## ADJD - Adjustments Detail

This screen is used by Central Office staff to make adjustments to payments that have already been posted. Examples of adjustments are overpayments, funding source changes, rate changes and number of units.

```
CAFSADJD                ADJUSTMENTS DETAIL                07/18/2016    11:53
USER ID : C74150K  MODIFY                                PAGE NO: 1
PAY NO: 000001265 STATUS: A APPROVED  DATE: 09/16/2014 TOTAL: 290.00
PROV NO: 0001073 001 NAME: REDMOND HOMES                CITY: GREAT FALLS
CAPS ID : 00001211 00 NAME: PICKLE, PAULA
CONTRACT:                AMENDMENT:                TYPE:
-----PREVIOUS DETAIL INFORMATION-----
FIN SERVICE                PAYMENT PERIOD
CO CODE DESCRIPTION        BEGIN DATE END DATE  UNITS    RATE    AMOUNT
025 SCOUN COUNSELING        07/01/2014 07/31/2014    6      50.00    300.00
ADJUSTMENT TYPE: ORI DESCRIPTION: ORIGINAL

-----PAYMENT DETAIL INFORMATION-----
FIN SERVICE                PAYMENT PERIOD
CO CODE DESCRIPTION        BEGIN DATE END DATE  UNITS    RATE    AMOUNT
025 SCOUN COUNSELING        07/01/2014 07/31/2014    5      50.00    250.00
ADJUSTMENT TYPE: OVP DESCRIPTION: OVERPAYMENT

-----ADJUSTMENT INFORMATION-----
ADJ SERV    PAYMENT PERIOD        ADJUSTMENT    NEW
TYP CODE    BEGIN DATE END DATE    UNITS    RATE    AMOUNT    TOTAL
-   SCOUN 07/01/2014 07/31/2014    5      50.00        250.00
      FINANCIAL COUNTY OF RESPONSIBILITY: 025
                                           PATH:
```

**Field Descriptions** (F12) indicates code lookup is available.

*\*NOTE: Only authorized staff in Central Office can adjust posted payments.*

### PAY NO

This field will display the payment number for the payment that is being modified.

### STATUS

This field will display the current status of the payment. *Once modification begins, this will show "incomplete" until all adjustments steps are completed.*

### DATE

This field will display the date the payment was initially created.

### TOTAL

This field will display the current total amount of the payment.

### PROV NO

This field will display the provider number for the payment receiving provider.

*NAME*

This field will display the provider name of the provider whose ID is displayed in the PROV NO field.

*CITY*

This field will display the city for the address of the payment receiving provider.

*CAPS ID*

This field will display the CAPS ID of the client for which the payment was created.

*NAME*

This field will display the name of the client whose ID is displayed in the CAPS ID field.

*CONTRACT*

This field will display the contract number, if the service code on the payment is associated to a contract.

*AMENDMENT*

This field will display the amendment number for the contract, if one exists.

*TYPE*

This field will display the type of contract that is associated to the payment.

PREVIOUS DETAIL INFORMATION

*FIN CO (F12)*

This field will display the financial county for the original payment, prior to the adjustment.

*SERVICE CODE (F12)*

This field will display the service code for the original payment, prior to the adjustment.

*DESCRIPTION*

This field will display the description of the service code displayed in the service code field.

*PAYMENT PERIOD – BEGIN DATE*

This field will display the payment start date for the original payment, prior to the adjustment.

*PAYMENT PERIOD – END DATE*

This field will display the payment end date for the original payment, prior to the adjustment.

*UNITS*

This field will display the number of units on the original payment, prior to the adjustment.

*RATE*

This field will display the unit rate on the original payment, prior to the adjustment.

*AMOUNT*

This field will display the total amount of the original payment detail, prior to the adjustment.

*ADJUSTMENT TYPE (F12)*

This field will display the adjustment type of the original payment, prior to the adjustment. *If there is only one adjustment to this payment, this would show "ORI" (original).*

*DESCRIPTION*

This field will display the description of the adjustment type displayed in the adjustment type field.

PAYMENT DETAIL INFORMATION

*FIN CO (F12)*

This field will display the financial county for the payment, after the adjustment.

*SERVICE CODE (F12)*

This field will display the service code for the payment, after the adjustment.

*DESCRIPTION*

This field will display the description of the service code displayed in the service code field.

*PAYMENT PERIOD – BEGIN DATE*

This field will display the start date for the payment, after the adjustment.

*PAYMENT PERIOD – END DATE*

This field will display the end date for the payment, after the adjustment.

*UNITS*

This field will display the number of units on the payment, after the adjustment.

*RATE*

This field will display the unit rate on the payment, after the adjustment.

*AMOUNT*

This field will display the total amount of the payment detail, after the adjustment.

**ADJUSTMENT TYPE (F12)**

This field will display the adjustment type (reason why the original payment was adjusted) of the payment, after the adjustment.

**DESCRIPTION**

This field will display the description of the adjustment type displayed in the adjustment type field.

**ADJUSTMENT INFORMATION** – *these fields are used to enter the actual adjustment details for the payment. Once updated, the current details in the “payment detail information” section will move to the “previous detail information” section, and the details entered in this section will move to the “payment detail information” section.*

**ADJ TYP (F12)**

Enter the reason for the adjustment.

**SERV CODE (F12)**

This field will default the service code that is associated with the payment. This cannot be adjusted.

**PAYMENT PERIOD – BEGIN DATE**

This field will default the current start date for the payment. This field can be adjusted.

**PAYMENT PERIOD – END DATE**

This field will default the current end date for the payment. This field can be adjusted.

**UNITS**

This field will default the current number of units for the payment. This field can be adjusted.

**RATE**

This field will default the current unit rate for the payment. This field can be adjusted.

**ADJUSTMENT AMOUNT**

This field will default the adjustment amount (could be positive or negative), based on the changes entered in the payment period begin date, payment period end date, units or rate fields.

**NEW TOTAL**

This field will default the new total of the payment, based on the original payment amount and plus/minus the amount displayed in the adjustment amount field.

**FINANCIAL COUNTY OF RESPONSIBILITY (F12)**

This field will default the current financial county for the payment. This field can be adjusted.

**Additional Information**

None.